



Annual Report Guidelines 2024-25 FY

This report is expected to document progress and accomplishments for projects conducted on behalf of the Citrus Research Board (CRB) over the course of the 2024-25 fiscal year. This report should be written in layman's terms with figures and tables included as needed to highlight relevant information relating to project progress. This report will be made available to the Board and Committee members and may be viewed by the public. Please provide a copy of any publications or presentations noted in the report to the CRB Research Department for your project's record. The CRB reserves the right to modify reports at its discretion.

We request total word count for non-Core Projects be limited to 2500 words.

Reports are due by **October 30, 2025**, and should be submitted to the CRB Research Department at research@citrusresearch.org.

1. Heading
 - a. Title and CRB Project Number
 - b. Current year of project plus total (expected) project length
 - c. % Complete - identify overall progress made towards project objectives in the 2024-25FY period.
 - d. PI, Co-PI Information (Name, Institution, e-mail address)
 - e. Collaborator Information (Name, Institution)
2. Objectives
 - a. List out the objectives (*not tasks*) from the approved 2024-25 Work Plan.
3. Problem and Significance
 - a. Briefly review the problem being addressed and how it affects California citrus growers.
 - b. Recommended not to exceed one paragraph.
4. Benefit to Industry
 - a. Highlight the practical benefit(s) and the direct beneficiary of the research.
 - b. Recommended not to exceed one paragraph.
5. Plans and Procedures
 - a. *This section is only for multi-year projects in their first year.*
 - b. Describe what will be done (i.e., work plan) and location of field work.
6. Progress Summary
 - a. For multi-year projects, a brief description/sentence of work completed in the prior year may be included when needed.
 - b. Describe progress for the 2024-25 FY. This section should include all 2024-25 experiments, results and evaluations including lab, greenhouse, and/or field experiments. For field experiments, please include location of field work.

7. Conclusions

- a. *This section is only for concluding projects.*
- b. Summarize all work conducted within this project, and how you anticipate the work will be utilized by the industry.
- c. Recommended to not exceed two paragraphs.

8. Graphics, Figures and Tables

- a. All graphics, figures and tables should be embedded within the main document, referenced in text and numbered according to their order within the text. Captions must be provided for each graphic. *Do not include figure numbers, author names or captions as part of the graphic, figure or table.* Only the first word and any proper nouns should be capitalized.
- b. Graph axis titles should use Arial 16 pt bold font. Remaining text within graphs should use Arial 10 pt bold font.
- c. Clear, high-quality photographs should be used. Scale bars should be included to indicate magnification (when used). Suggested image sizes are:
 - i. 1 column: 3.25 inches (85 mm) Minimum 1,050 pixels wide.
 - ii. 2 columns: 7 inches (178 mm) Minimum 2,100 pixels wide.

9. Publications and Presentations

- a. List of all publications and presentations including peer reviewed journal articles, popular press articles and any talk or poster presentations completed during 2024-25 FY. Please use [Harvard citation format](#) for references and include electronic links when available.

Report Format

A template will be made available to illustrate requested format. Report should be provided as a word document using Arial type font, 11pt, left justified, two columns evenly spaced. Exceptions noted below:

- Title – 14pt, bold and centered
- Author information – centered
- Year – italicized and centered
- Column headings – 12pt and bold
- Graphic captions – 10 pt and italicized

Last modified: October 2, 2025